
THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

TIME SCHEDULE IN TERMS OF SECTION 21(1)(B) OF THE MFMA

September 2024 – August 2025



A caring valley of excellence

2025/2026 IDP CYCLE INCLUDING THE PMS AND BUDGET LINKAGES

1. ACRONYMS

AG	Auditor-General of South Africa
IDP	Integrated Development Plan(ning)
LUPA	Land Use Planning Act
MBRR	Municipal Budget and Reporting Regulations, 2009
MFMA	Municipal Finance Management Act (Act 56 of 2003)
MPAC	Municipal Public Accounts Committee

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MPPMR	Municipal Planning and Performance Management Regulations, 2001
MPR	Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
MSA	Municipal Systems Act (Act 32 of 2000)
MTBPS	Medium-Term Budget Policy Statement
PM	Performance Management
SDF	Spatial Development Framework
SPLUMA	Spatial Planning and Land Use Management Act

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2. KEY ACTIVITIES IN THE IDP, BUDGET AND PMS PROCESS

Below is a summary of the key activities planned for implementation throughout September 2024 – August 2025 (2024/25 & 2025/26 financial years). These activities serve (amongst others) as point of departure in the compilation & finalisation of the 3rd review/ 1st amendment of the 5th Generation IDP (2022/23 – 2026/27), the 2025/26 Budget and the 2024/25 financial- and performance reporting cycle respectively.

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
SEPTEMBER 2024	Continue with the compilation of new- or the review of existing Sector Plans for consideration and incorporation into the 3 rd review / 1 st amendment of the 5 th Generation IDP			Executive Management/BVM Management/IDP & PM Unit
	Commence with the compilation/review of ward-based plans to identify ward priorities			Community Development Unit/IDP & PM Unit
	Continuation of 1 st round of ward report-back meetings & commencement of 2 nd round of ward committee meetings			Community Development Unit
	Review and prepare the Vision, Mission and Objectives linked to the 3 rd review / 1 st amendment of the 5 th Generation IDP			Executive Management/IDP & PM Unit
	Review of provincial and national government sector and strategic plans		MFMA S35, 36, MTBPS	IDP & PM Unit
	Consider provincial and national sector specific programmes (schools, libraries, clinics, water, electricity, roads, etc.) for preliminary alignment/inclusion in the 3 rd review / 1 st amendment of the 5 th Generation IDP		MFMA S35, 36, MTBPS	IDP & PM Unit
	1 st MPAC sitting			MPAC Committee/Executive Management/Management/Governance, Risk & Compliance Unit
	Audit of performance measures			AG
	Assess municipal performance and identify where changes are needed for next 3 years [incorporate community inputs]			Executive Management/IDP & PM Unit
	Review the municipality's performance management system (PMS)		MPPMR Reg. 14	Internal Audit/IDP & PM Unit
	Review the measures and annual performance targets (as and when recommended by the AG)			IDP & PM Unit
	Conduct a diagnosis that involve an analysis of the staff establishment and service delivery model's alignment to the legislative mandate and IDP.		MSR	HR Unit
	Send reminder to BVM Management to submit their performance inputs for consideration in the 2024/2025 Q1 SDBIP Performance Report			IDP & PM Unit

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
OCTOBER 2024	Integration of information from reviewed provincial and national sector plans into the 3 rd review / 1 st amendment of the 5 th Generation IDP			IDP & PM Unit
	Stage 1: Inception of the Review of the SDF which includes a notification to Council stating the intention to review the SDF; subsequent Council's notification, establishing an internal project steering committee in respect of the review process		MSA Section 34, SPLUMA Section 21 (2), LUPA Section 11 (a) and (b), MPPMR Reg. 2 (4), BVM Municipal Land Use Planning By-Law Section 5	Town Planning
	Review and update the strategic elements of the IDP			IDP & PM Unit
	IDP Steering Committee Meeting			IDP & PM Unit
	Discuss potential price increases of bulk resources with sector departments		MFMA S35, 36, 42; MTBPS	Accounting Officer/CFO
	Determine revenue projections and proposed rates and service charges	Oct 2024		CFO/Budget Steering Committee/Budget & Costing Unit
	Drafts initial allocations to functions and departments for the next financial year based on strategic objectives	Oct 2024		CFO/Budget & Costing Unit
	Engagement with sector departments, share and evaluate plans, national policies, MTBPS			CFO/Financial Planning Unit
	2 nd MPAC sitting			MPAC Committee/Executive Management/Management/Governance, Risk & Compliance Unit
	Incorporate initial changes into IDP			IDP & PM Unit
	Develop or review the service delivery model to ensure that it reflects the Municipality's mandate and meet its obligations to the community	Oct 2024		Executive Management/BVM Management/HR Unit
	Develop or review the functional operating model aligned with the service deliver model	Oct 2024		HR Unit
	Submission of 2024/25 Q1 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PM Unit
	Tabling & submission of the unaudited Q1 SDBIP Performance Report (for first quarter of 2024/25) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PM Unit

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	S57 Managers' informal quarterly performance assessments (for first quarter of 2024/25)			Executive Management/BVM Management/IDP & PM Unit
	Commence with 1st round public participation sessions throughout all wards			Executive Management/BVM Management/IDP & PM Unit
NOVEMBER 2024	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			Executive Management/IDP & PM Unit
	Identification of priority IDP projects based on stakeholder inputs			Executive Management/IDP & PM Unit
	Reviews and initial changes are drafted into IDP		MSA S34	IDP & PM Unit
	Review the macro structure, which involves the disaggregation of each service or cluster of services identified in the service delivery model		MSA S66; MSR	Executive Management/BVM Management/HR Unit
	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements	Nov 2024		Executive Management/Budget Steering Committee
	Identify new CAPEX/OPEX projects and programmes emanating from IDP & Budget engagements	Nov 2024		Executive Management/IDP Steering Committee/Budget & Costing Unit/IDP & PM Unit
	AG provides audit report by 30 November 2024		MFMA S126(4)	AG/Accounting Officer
	3 rd MPAC sitting			MPAC Committee/Executive Management/Management/Governance, Risk & Compliance Unit
	Review performance of service providers as per the approved policy			Executive Management/BVM Management
	S57 Managers' formal quarterly performance assessments (for fourth quarter and as at year-end of 2023/24)			Executive Mayor/Portfolio Councillors/Executive Management/IDP & PM Unit
	Continuation of 1st round public participation sessions throughout all wards (subject to non-conclusion in October 2024)			Executive Management/BVM Management/IDP & PM Unit
	Commencement of 3 rd round of ward committee engagements			Community Development
DECEMBER 2024	Continuation of 3 rd round of ward committee engagements			Community Development
	Stage 2: Updating of SDF Status Quo Report and submit to Council for adoption		BVM: By-law on Municipal Planning, Chapter 3, Section 5(1)(a)	Town Planning/BVM Departments/Internal Project Steering Committee

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Stage 3: Commencement of the compilations of the Draft SDF		BVM: By-law on Municipal Planning, Chapter 3, Section 5(1)(b)	Town Planning/BVM Departments/Internal Project Steering Committee
	Mayor tables the draft 2023/24 Annual Report in Council in the first week of December (<u>note</u> : this tabling could occur in the last week of November 2024, subject to timeous receipt of the audit report from the AG in November 2024)		MFMA S127(2)	Executive Mayor/Accounting Officer/IDP & PM Unit
	Municipal Manager tables the macro structure in the LLF and Council		MSA S66; MSR	Municipal Manager/ Director: SSS/HR Unit
	The draft 2023/24 Annual Report is referred to MPAC for commencement of the oversight process		MFMA S129	Enterprise Risk Management Unit/ IDP & PM Unit
	4 th MPAC sitting			MPAC Committee/Executive Management/Management/Governance, Risk & Compliance Unit
	Submit the draft 2023/24 Annual Report to National Government, Provincial Government & the AG) and publish it on local media platforms, calling for community inputs/representations thereon		MFMA S127 & MSA S21a	IDP & PM Unit
	Departments to comment on the reviewed Municipal Strategies, Objectives, KPA's, KPI's and targets			Executive Management/BVM Management
	Project alignment between CWDM and BVM			IDP & PM Unit
	Review & refinement of priority IDP projects			IDP & PM Unit
	Council finalises tariff policies for next financial year		MSA S74, 75	Executive Mayor/CFO
	Inputs from Departments for Adjustments Budget	Dec 2024		Executive Management/Budget Steering Committee/Budget & Costing Unit
	Commence with preparations pertaining to the 2024/25 mid-year performance review and S57 Managers' performance assessment			IDP & PM Unit
	Review and respond to recommendations contained in LG-MTEC reports and IDP (2024/25) Analysis Reports	Dec 2024		IDP & PM Unit
	Send reminder to BVM Management to submit their performance inputs for consideration in the 2024/25 Q2 SDBIP Performance Report		MSA S41 (1)(e); MFMA S52 (d)	IDP & PM Unit
JANUARY 2025	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets in strategic planning session with senior management			IDP & PM Unit

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Review key processes that underpin each of the services in the service delivery model (e.g., policies on services, and streamlining of processes), and the microstructure that covers the work study investigation to determine the headcount for each service		MSA S67; MSR	BVM Management /HR Unit
	Review & refinement of priority IDP projects			IDP & PM Unit
	IDP Steering Committee Meeting			IDP & PM Unit
	Submission of 2024/25 Q2 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PM Unit
	Tabling & submission of the unaudited Q2 SDBIP & Financial Performance Report – Section 72 (for second quarter of 2024/25) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Accounting Officer/CFO/Director Strategic Support Services/Financial Planning Unit/IDP & PM Unit
	Table the final 2023/24 Annual Report & Oversight Report in Council, for Council's consideration & adoption/approval (subject to this activity not been completed in December 2024)		MFMA S121, S127 & S129	IDP & PM Unit
	Council considers the 2023/24 Oversight Report and adopts/approves the 2023/24 Annual Report (subject to this activity not been completed in December 2024)			Council/IDP & PM Unit
	Publicise the final 2023/24 Annual & Oversight Report and submit it to the National (NT) and Provincial (PT & DLG) Government as well as the AG (subject to this activity not been completed in December 2024)		MFMA S127, 129 & 132; MSA S21A	IDP & PM Unit
	Table an item to Council of the preliminary findings / status of the IDP review process and whether the IDP will be reviewed (thus 3 rd review) or amended (thus 1 st amendment) based on significant changes in strategic circumstances (<u>note</u> : this item may serve in, but no later than, February 2025)			IDP & PM Unit
	Table an item to Council on the proposed engagement methodology linked to the 2 nd round of IDP & Budget public engagements (<u>note</u> : this item may serve in, but no later than, February 2025)			IDP & PM Unit
FEBRUARY 2025	Commencement of 4 th round of ward committee engagements			Community Development
	Continuation of 4 th round of ward committee engagements			Community Development
	Commencement of 2 nd round of ward report-back meetings			Community Development Unit
	Stage 4: Submit first draft SDF to Council for approval for it to be published for public comment		BVM: By-law on Municipal Planning, Chapter 3, Section	Town Planning

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
			5(1)(b) LUPA – Section 13	
	Stage 5: Public Participation in respect of the First Draft SDF. The draft SDF must be submitted to the Provincial Minister for written comment (60 day commenting period)		BVM Land Use Planning By-Law Section 5(b)(c), SPLUMA Section 20(3)(b) – 60 days commenting period	Town Planning
	Continuous Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			IDP & PM Unit
	Continuous identification/review of priority IDP projects			Executive Management / BVM Management / IDP & PM Unit
	Assess the municipality's service delivery performance and the service delivery targets and performance indicators set in the 2024/25 TL SDBIP, amend if necessary, and submit to Council for consideration and approval			Executive Management/BVM Management/ IDP & PM Unit
	Subject to Council's approval, submit the amended 2024/25 TL SDBIP to NT, PT and DLG			IDP & PM Unit
	Assess the past year's annual report, and progress on resolving issues identified in the annual report			Executive Management/BVM Management/ IDP & PM Unit
	Accounting Officer finalises and submits to Mayor proposed budgets and plans for next three-years, taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report			Accounting Officer/CFO/Budget & Costing Unit
	Prepare Adjustments Budget	Feb 2025		CFO/Budget & Costing Unit
	Table Adjustments Budget before Council	Feb 2025	MFMA S28(2) b,d,f	Executive Mayor
	5 th MPAC sitting			MPAC Committee/Executive Management/Management/Governance, Risk & Compliance Unit
	S57 Managers' formal quarterly performance assessments (for second quarter and as at mid-year of 2024/25)			Executive Mayor/Portfolio Councillors/Executive Management/IDP & PM Unit

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling	Feb 2025	MFMA S36	CFO/Manager Budget & Costing
MARCH 2025	Commencement of 5 th round of ward committee engagements			Community Development
	Submit approved Adjustments Budget to NT, PT and Public	10 Working days after approval		Budget & Costing Unit
	Commence with the compilation of the 2025/26 SDBIP (coupled with consideration/review/amendment of 5-year performance scorecards) & S57 Performance Agreements			Executive Management/BVM Management/IDP & PM Unit
	Conclusion of the draft Municipal Strategies/Sector Plans, Objectives, KPA's, and KPI's and targets for inclusion in the draft IDP & Budget			IDP & PM Unit
	IDP Steering Committee Meeting			IDP & PM Unit
	Continuation of Stage 5: Public participation for SDF (60 days commenting period)		BVM Land Use Planning By-Law Section 5(b)(c), SPLUMA Section 20(3)(b) – 60 days commenting period	Town Planning
	Review the organisational design metrics to set parameters (guardrails) for organisational design choices (level of work, span of control, structural layers and shapes		MSA S66; MSR	Executive Management/BVM Management/HR Unit
	Mayor tables the draft 3 rd review / 1 st amendment of the 5 th Generation IDP & 2025/26 Budget, at least 90 days before start of budget year, to Council for consideration (<u>note</u> : should an amendment of the IDP be needed, the process as stipulated in regulation 3 of the MPPMR will be followed from this point forward until conclusion of the process)	Mar 2025	MFMA S16, 22, 23, 87; MSA S 34	Executive Mayor/Executive Management/Council
	Submit 1 st draft 2025/26 SDBIP to Council (tabled as part of / annexure to the requisite IDP)			IDP & PM Unit
	Send reminder to BVM Management to submit their performance inputs for consideration in the 2024/25 Q3 SDBIP Performance Report		MSA S41 (1)(e); MFMA S52 (d)	IDP & PM Unit
	Set performance objectives for revenue for each budget vote		MFMA S 17	CFO/Revenue Unit
	Commence with 2 nd round public participation sessions throughout all wards on the draft 3 rd review / 1 st amendment of the 5 th Generation IDP and Budget (<u>note</u> : the 2 nd round of engagements			Council/Executive Management/BVM Management/IDP & PM Unit

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	may only commence in April 2025, depending on the date of tabling the draft IDP in March 2025)			
APRIL 2025	Publicise draft 3 rd review / 1 st amendment of the 5 th Generation IDP and 2025/26 Budget and invite local community to make written comments in respect of the IDP and Budget	Immediately after Tabling before Council	MFMA S22 & MSA S21A	Accounting Officer/CFO/Director Strategic Support Services/Budget & Costing Unit/IDP & PM Unit
	Develop an organisational design report, implementation plan and a change management plan to support any change		MSR	HR Unit
	Consult the staff establishment with recognised trade unions within the local labour forum		MSR	HR Unit
	Submit a report and proposed staff establishment to Council for approval		MSA S66; MSR	Municipal Manager/ Director: SSS/HR Unit
	The mayor submits the staff establishment to the MEC		MSA S66; MSR	Municipal Manager/ Director: SSS/HR Unit
	Accounting officer publishes tabled budget, plans, and proposed revisions to IDP and submits to NT, PT and others as prescribed	Immediately after Tabling before Council	MFMA S22 & MSA S21A	Accounting Officer/CFO/Director Strategic Support Services/Budget & Costing Unit/IDP & PM Unit
	Review written comments/input received in respect of the Budget and IDP	April 2025	Best Practice	Executive Management/Budget & Costing Unit/IDP & PM Unit
	Finalisation of the Municipal Strategies/Sector Plans, Objectives, KPA's, and KPI's and targets for inclusion in the final IDP & Budget			IDP & PM Unit
	IDP Steering Committee Meeting			IDP & PM Unit
	Continue with the 2 nd round public participation sessions throughout all wards on the draft 3 rd review / 1 st amendment of the 5 th Generation IDP and Budget			Council/Executive Management/BVM Management/IDP & PM Unit
	Review/finalisation of community inputs on the draft IDP & Budget			IDP Steering Committee/Executive Management/BVM Management/IDP & PM Unit
	District/Local Municipalities' Alignment of Strategies			IDP & PM Unit
	Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets			IDP & PM Unit
	Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year	30 April 2025	MFMA S21	MM/CFO

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Submission of 2024/25 Q3 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PM Unit
	Tabling & submission of the unaudited Q3 SDBIP Performance Report (for third quarter of 2024/25) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PM Unit
	Refinement & finalisation of Municipal Strategies/Plans, Objectives, KPA's, KPI's and targets and inclusion into the draft 3 rd review / 1 st amendment of the 5 th Generation IDP			IDP & PM Unit
	S57 Managers' informal quarterly performance assessments (for third quarter of 2024/25)			Executive Management/BVM Management/IDP & PM Unit
	Review annual organisational performance targets		MPPR Reg. 11	MM/IDP & PM Unit
MAY 2025	Accounting officer assists the Mayor in preparing the final IDP & Budget documentation for Council's consideration & approval at least 30 days before the start of the new fiscal year taking into account consultative processes and any other new information	May 2025	MFMA S23	Executive Management/Executive Mayor/Council
	Convene IDP Representative Forum			IDP & PM Unit
	6 th MPAC sitting			MPAC Committee/Executive Management/Management/Governance, Risk & Compliance Unit
	EXCO recommends adoption of the IDP to Council			Council/Executive Management/IDP & PM Unit
	Council to consider approval/adoption of the IDP, Budget and all other associated documentation as legislatively prescribed (e.g. sectoral plans, taxes and tariffs, budget related policies, etc.) at least 30 days before start of budget year	31 May 2025	MFMA S23, 24; MSA Ch 4	Council
	Publish the IDP, Budget and all other associated documentation as legislatively prescribed on the municipal website	Within 5 days of adoption	MFMA S75; MSA S21A	Budget & Costing Unit/IDP & PM Unit
	Consider community input into the municipality's SDBIP (KPIs and targets)			IDP & PM Unit
	Commencement of 6 th round of ward committee engagements			Community Development
	Stage 6: Consider inputs and comments received from the public and Provincial Minister and prepare the final draft of the municipal SDF for workshop with Council		BVM: By-law on Municipal Planning, Chapter 3, Section 5(d)	Town Planning
JUNE 2025	Continuation of 6 th round of ward committee engagements			Community Development

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Submission of the approved Budget, IDP & other associated documentation (as legislatively prescribed) to National (NT) & Provincial Government (PT, DLG & DEADP)	Within 10 working days after Council approval	MBRR 20	Accounting Officer/CFO/Director SSS/Budget & Costing Unit/IDP & PM Unit
	Give notice to the public of the adoption of the IDP, Budget and other associated documentation as legislatively prescribed	Within 10 working days after Council approval	MSA S21A; MSA S25 (4)(a); MBRR 18	Accounting Officer/CFO/Director SSS/Budget & Costing Unit/IDP & PM Unit
	Submission of 2 nd (final) draft SDBIP & S57 Performance Agreements to the Executive Mayor, no later than 14 days after the approval of the Budget		MFMA S69(3)	Executive Mayor/Executive Management/IDP PMS Unit
	Executive Management to discuss & consider comments received from the MEC on the staff establishment		MSR	Executive Management/ HR Unit
	Tabling & submission of the final establishment to LLF and Council for approval		MSA S66; MSR	Municipal Manager/ Director: SSS/HR Unit
	Conclusion & submission of the final TL SDBIP to the Executive Mayor for approval within 28 days after approval of the budget; coupled with the finalisation and conclusion of the annual S57 Performance Agreements by no later than 30 days after commencement of the new financial year (note: the S57 Performance Agreements will be concluded & published in July should it not be finalised within June)		MFMA S53; MSA S 38-45, 57(2)	Executive Mayor/Executive Management/IDP & PM Unit
	Publication of approved SDBIP & S57 Performance Agreements on the municipal website/social media/local media & circulation thereof to National Government (NT) and Provincial Government (PT & DLG – MEC for Local Government)		MFMA S53(3); MBRR 19	IDP & PM Unit
	Send reminder to BVM Management to submit their performance inputs for consideration in the 2024/25 Q4 SDBIP Performance Report		MSA S41 (1)(e); MFMA S52 (d)	IDP & PM Unit
	Stage 7: Final SDF submitted to Council for adoption. A notice of this adoption must appear in the media and the Provincial Gazette within 14 days of the date of adoption	Within 14 days after adoption of the Reviewed SDF	SPLUMA Section 20 (3), BVM Land Use Planning By-Law (2015) Section 5(2)	Town Planning
JULY 2025	Preparation of the draft 2026/27 IDP/Budget/Performance Management Time Schedule (hereafter referred to as the Time Schedule) for implementation in the 2025/26 financial period		MFMA S21(1)(b)	Executive Management/BVM Management//IDP & PM Unit
	Executive/Senior Management to discuss & provide input on the draft Time Schedule & to ensure internal alignment			Executive Management/BVM Management//IDP & PM Unit
	Engagement with the Provincial Department of Local Government &			PGWC/CWDM/IDP & PM Unit

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Cape Winelands District Municipality to ensure alignment, coupled with the submission of the draft Time Schedule to them for input			
	Address provincial IDP Assessment findings (subject to the receipt of correspondence from the Provincial DLG)		MSA S31	DLG/Executive Management/BVM Management/IDP & PM Unit
	Executive Mayor initiates planning for next three-year budget cycle in accordance with co-ordination role of budget process and review of previous year's budgeting process		MFMA S53	Executive Mayor/Executive Management
	Accounting Officer, Executive Management and Senior Management of municipality review options and contracts for service delivery		MSA S76-81	Executive Management/BVM Management
	Approve and announce new budget schedule and set up committees and forums after consultation on performance and changing needs			Executive Management
	Submission of 2024/25 Q4 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PM Unit
	Tabling & submission of the unaudited Q4 SDBIP Performance Report (for last quarter of 2024/25) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PM Unit
	Finalisation of S57 Performance Agreements & submission to the Executive Mayor & Municipal Manager for approval by no later than 31 July 2025 (subject to not being concluded during June)		MFMA S69 MSA S57	Executive Mayor/Executive Management/IDP & PM Unit
	Tabling the approved SDBIP & S57 Performance Agreements in Council for notification purposes			Council/Executive Management/IDP & PM Unit
	Commence with the preparation/review of Sector Plans for consideration/incorporation in the 2026/27 IDP & Budget			Executive Management/BVM Management
	Preparation of the 2024/25 draft Annual Financial Statements & collation of user input into the 2024/25 draft Annual Report & Annual Performance Report		MFMA S126(1)(a); MSA S46	Executive Management/BVM Management/IDP & PM Unit
	Table a proposal to Council linked to the amendment of the 3 rd review or 1 st amendment of the 5 th Generation IDP 2022 – 2027, to incorporate the revised SDF as a core component of the IDP (<u>note</u> : this activity will solely be applicable should the SDF not be finalized and incorporated in the IDP before 31 May 2025)		MPPR Reg. 3	Portfolio Councillor/Council/Executive Management/Town Planning Unit/IDP & PM Unit
	Commencement of 21-day public participation & stakeholder consultation period on the proposed amendments to the 3 rd review or 1 st amendment of the 5 th Generation IDP 2022 – 2027 (<u>note</u> : this activity will solely be applicable should the SDF not be finalized and incorporated in the IDP before 31 May 2025)		MPPR Reg. 3	Executive Management/Town Planning Unit/IDP & PM Unit

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MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
	Commencement of ward cluster workshops			Community Development
	Commencement of 1 st round of ward committee meetings			Community Development
	Continuation of ward cluster workshops			Community Development
	Continuation of 1 st round of ward committee meetings			Community Development
	Commencement of 1 st round of ward report-back meetings			Community Development
	Continuation & finalization of the 21-day public participation & stakeholder consultation period on the proposed amendments to the 3 rd review or 1 st amendment of the 5th Generation IDP 2022 – 2027, and consideration of all inputs received (<i>note</i> : this activity will solely be applicable should the SDF not be finalized and incorporated in the IDP before 31 May 2025)		MPPR Reg. 3	Executive Management/Town Planning Unit/IDP & PM Unit
	Council to consider approval/adoption of the amended IDP and all other associated documentation as legislatively prescribed		MSA Ch 4; MPPR Reg. 3	Council
	Publish the amended IDP and all other associated documentation as legislatively prescribed on the municipal website	Within 5 days of adoption	MFMA S75; MSA S21A	IDP & PM Unit
	Roll-Over Budget tabled to Council (by the 25 th of August)	Aug 2025	MFMA S28(2)(e), MBRR 23(5)	CFO/Budget & Costing Unit
AUGUST 2025	Executive Mayor tables the Time Schedule in Council	Aug 2025	MFMA S21,22, 23 MSA S34	Council/IDP & PM Unit
	Submit approved Time Schedule to National Treasury, Provincial Treasury, Department of Local Government and the Cape Winelands District Municipality	Aug 2025		IDP & PM Unit
	Publication of the approved Time Schedule in order to meet AG audit requirements			IDP & PM Unit
	Review comments received from DLG (where applicable) on the 2025/26 IDP document (3 rd review or 1 st amendment of the 5 th Generation IDP 2022 - 2027)			IDP Steering Committee/Executive Management/IDP/PMS unit
	Self-assessment to identify gaps in the IDP process			IDP Steering Committee / Executive Management / BVM Management / IDP/PMS unit
	Review situational analysis to identify changing community needs and challenges			IDP Steering Committee / IDP/PMS unit
	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			IDP Steering Committee / Executive Management / BVM Management /

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
				IDP/PMS unit
	Accounting Officer submits final draft Annual Financial Statements and Annual Performance Report (pertaining to the 2024/25 financial period) to the Auditor-General by 31 August 2025	Aug 2025	MFMA S126(1)(a); MSA S46	Accounting Officer/CFO/Director Strategic Support Services

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

INTERGOVERNMENTAL ALIGNMENT				
District/Provincial Alignment	Municipal First Quarter (2024/25)	01/07/2024	30/09/2024	
	Premier's Co-ordinating Forum	(TBC)		Western Cape Cabinet/HoD/, Municipal Managers/relevant Senior Management
	IDP Indaba 1 – Project and budget alignment and implementation of IDP projects between all three spheres of government using JDMA methodology	(TBC)		Western Cape Provincial Government Team/Municipal IDP and Departmental Managers
	District & Provincial IDP Managers Forum	(TBC)		DLG: IDP Directorate/CWDM IDP Unit/BVM IDP Unit/Municipal IDP Units throughout the Province
	Municipal Second Quarter	01/10/2024	31/12/2024	
	DCF	(TBC)		Mayors/MMs/HODs/Senior Officials & District Support Teams
	SIME	(TBC)		Provincial Government & Municipalities
	Provincial IDP Managers Forum	(TBC)		DLG: IDP Directorate
	Municipal Third Quarter	01/01/2025	31/03/2025	
	Mid-year budget and performance assessment visits	(TBC)		Provincial Treasury
	DCF	(TBC)		Mayors/MMs/HODs/Senior Officials & District Support Teams
	TIME	(TBC)		PT/DLG/MM's/CFO's
	IDP Indaba	(TBC)		Provincial Departments & Municipalities
	Provincial IDP Managers Forum	(TBC)		DLG: IDP Directorate
	Municipal Fourth Quarter	01/04/2025	30/06/2025	
	IDP, Budget and Benchmark Assessments	(TBC)		Provincial Departments & Municipalities
	DCF	(TBC)		Mayors/MMs/HODs/Senior Officials & District Support Teams
	District & Provincial IDP Managers Forum	(TBC)		DLG: IDP Directorate/CWDM IDP Unit/BVM IDP Unit/Municipal IDP Units throughout the Province

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

Council should note that these are planned activities earmarked for implementation throughout the 2024/25 financial year, in relation to the compilation and finalisation of the 3rd review / 1st amendment of the 5th Generation IDP (period 2025/26), the 2025/26 Budget and the 2024/25 financial- & performance reporting cycle respectively. By approving the Time Schedule, Council confers authority to the Executive Mayor and/or Accounting Officer to alter the Time Schedule to comply with legislative prescripts, binding deadlines and changing/unforeseen/urgent circumstances that may become applicable throughout the process.

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

3. PROPOSED IDP PUBLIC/WARD COMMITTEE ENGAGEMENT SCHEDULE

FIRST ROUND: OCTOBER/ NOVEMBER 2024 (PROPOSED: WARD COUNCILLOR/WARD COMMITTEE ENGAGEMENTS)

DATE	WARD	PROPOSED VENUE	TIME
Monday, 7-Oct-2024	1	Touwsrivier Municipal Office	18:00
Tuesday, 8-Oct-2024	2	De Doorns Municipal Offices	18:00
	3	De Doorns MPC	
Wednesday, 9-Oct-2024	18	Zwelethemba MPC	18:00
Thursday, 10-Oct-2024	14	BVM Committee Room/Smart Boardroom	18:00
	15	BVM Council Chambers	
Monday, 14-Oct-2024	11	BVM Council Chambers	18:00
	16	Zwelethemba MPC	
Tuesday, 15-Oct-2024	9	BVM Council Chambers	18:00
	10	BVM Committee Room/Smart Boardroom	
Wednesday, 16-Oct-2024	6	BVM Council Chambers	18:00
	7	BVM Committee Room/Smart Boardroom	
Thursday, 17-Oct-2024	12	BVM Council Chambers	18:00
	21	BVM Committee Room/Smart Boardroom	
Monday, 21-Oct-2024	4	De Doorns MPC	18:00
	5	De Doorns Municipal Office	
Tuesday, 22-Oct-2024	8	Zwelethemba MPC	18:00
	13	BVM Council Chambers	
Wednesday, 23-Oct-2024	19	Rawsonville Municipal Offices	18:30
	20	VGK Goudini Church Hall	
Thursday, 24-Oct-2024	17	Zwelethemba MPC	18:00

- Dates, order, venue and time and methodology (i.e. physical/virtual and/or hybrid) of meetings may change based on logistical considerations and unforeseen/unavoidable circumstances. The proposed schedule will be consulted and finalised with each Ward Councillor (and all applicable role players involved) prior to final publication.**

THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS

SECOND ROUND: MARCH/APRIL 2024 (PROPOSED: PUBLIC ENGAGEMENTS)

DATE	WARD	PROPOSED VENUE	TIME
Monday, 7-Apr-2025	Touwsrivier Cluster (Ward 1)	Steenvliet Community Hall	15:00 – 20:00
Tuesday, 8-Apr-2025	De Doorns Cluster 1 (Ward 2)	De Doorns MPC / Hexvallei Secondary School	15:00 – 20:00
Wednesday, 9-Apr-2025	De Doorns Cluster 2 (Ward 3)	De Doorns MPC / Hexvallei Secondary School	15:00 – 20:00
Thursday, 10-Apr-2025	De Doorns Cluster 3 (Wards 4 & 5)	Hex Valley High School / De Doorns MPC	15:00 – 20:00
Monday, 14-Apr-2025	Rawsonville Cluster (Wards 19 & 20)	VGK Goudini Church Hall	15:00 – 20:00
Tuesday, 15-Apr-2025	Zwelethemba Cluster 1 (Ward 16)	Zwelethemba MPC	15:00 – 20:00
Wednesday, 16-Apr-2025	Zwelethemba Cluster 2 (Ward 8)	Zwelethemba Community Hall	15:00 – 20:00
Thursday, 17-Apr-2025	Zwelethemba Cluster 3 (Ward 17)	Zwelethemba Community Hall	15:00 – 20:00
Monday, 21-Apr-2025	Zwelethemba Cluster 4 (Ward 18)	Zwelethemba Community Hall	15:00 – 20:00
Tuesday, 22-Apr-2025	Avian Park Cluster (Wards 12; 13 & 21)	Avian Park Primary School / Somerset High School	15:00 – 20:00
Wednesday, 23-Apr-2025	Worcester South Cluster 1 (Wards 11; 13 & 14)	Maranatha Church Hall	15:00 – 20:00
Thursday, 24-Apr-2025	Worcester South Cluster 2 (Wards 9 & 10)	Esselen Park Primary School	15:00 – 20:00
Monday, 28-Apr-2025	Worcester North Cluster (Wards 5; 6; 7; 12 & 15)	BVM Town Hall	15:00 – 20:00

- Dates, order, venue and time and methodology (i.e. physical/virtual and/or hybrid) of meetings may change based on logistical considerations and unforeseen/unavoidable circumstances. The proposed schedule will be consulted and finalised with each Ward Councillor (and all applicable role players involved) prior to final publication.**